



# Employment Opportunity

*City of Sunnyvale / Human Resources Department*  
505 West Olive Avenue Suite 200, Sunnyvale, CA 94086  
[www.ci.sunnyvale.ca.us](http://www.ci.sunnyvale.ca.us)

**Open Until Filled**

## **CITY OF SUNNYVALE** **EMS CONTINUOUS QUALITY IMPROVEMENT (CQI) COORDINATOR** (Job Class EMS Specialist II/ Job Class #2480)

**\$74,084 to \$90,049 annually**

The City of Sunnyvale is currently recruiting for an Emergency Medical Services Continuous Quality Improvement (CQI) Coordinator. The CQI Coordinator has the responsibility to develop and implement a Continuous Quality Improvement (CQI) Program and evaluate the effectiveness of the EMS activities of Public Safety personnel. This individual is responsible for coordinating and conducting educational activities related to the provisions of EMS services at both the Basic and Advanced Life Support level within the Public Safety Department. Major duties include developing curriculum and training programs in accordance with county, state, and federal regulations for both initial and continuing education EMS courses and certification to basic and advanced life support personnel, selecting and developing class material and teaching aids such as handbooks, demonstration models, multimedia visual aids, and reference materials. The CQI Coordinator will teach emergency medical services classroom and skills-oriented training courses such as First Responder, CPR/AED, Emergency Medical Technician - Basic, and Infection Control.

The CQI Coordinator is responsible for evaluating training programs for content and results in compliance with EMS System and Agency requirements, conducting training needs assessment and recommending training goals and programs. This individual will develop, implement, and monitor a pre-hospital patient care reporting system in compliance with county, state, and federal requirements and prepare and submit all required plans and reports. Major duties include working with a Department Medical Director, unit supervisor and training unit on EMS issues, evaluate a comprehensive Continuous Quality Improvement (CQI) Plan, and participate, monitor, and evaluate the effectiveness of EMS services delivery by department personnel, including supplies and equipment. The successful candidate will be able to conduct trend analysis and problem identification for CQI, and prepare related audit reports and correspondence pursuant to department requirements, and develop and maintain statistical data and record-keeping system related to EMS personnel certification, licensure, CQI and CE.

To be considered for the position, candidates must possess any combination of education and experience equivalent to a Bachelor's degree in Health Care, Nursing, Life Sciences, Education or closely related field, or five years of experience working as a paramedic or RN/Paramedic and performing duties which are closely related to the essential functions of the position. Current license as a registered nurse, physician's assistant, or EMT-Paramedic in the State of California is required at time of appointment or within 6 months of appointment. Basic Cardiac Life Support (BCLS) Certification, Advanced Cardiac Life Support (ALCS) Certification, Pediatric Advanced Life Support (PALS) Certification, Pre-hospital Trauma Life Support (PHTLS) or Basic Trauma Life Support (BTLS) are highly desirable.

To apply, submit a City of Sunnyvale application to:

Human Resources Department  
505 West Olive Avenue, Suite 200  
Sunnyvale, CA 94086

**Note:** Full-time positions in this job class are represented by the Sunnyvale Employee Association (SEA) and part-time positions are represented by the Service Employees' International Union (SEIU). Employees represented by SEIU are subject to agency shop fees.

"EMS Continuous Quality Improvement (CQI) Coordinator" is a working title for the classification of EMS Specialist I/II. To view a full job description, refer to the City of Sunnyvale website under the job title of EMS Specialist I/II, at [www.ci.sunnyvale.ca.us](http://www.ci.sunnyvale.ca.us)

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*An Equal Opportunity Employer.*

*It is the policy of the City of Sunnyvale not to discriminate because of race, color, religion, sex, sexual orientation, marital status, national origin, age, or disability. Qualified individuals with a disability will receive reasonable accommodation during any phase of the selection process providing such request is made to the Human Resources Office in advance.*